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# **OpenACalendar Documentation**

*Release*

**JMB Technology Ltd**

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Welcome.

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## Add Events

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These calendars are for many users to add event data for the benefit of all. We have strong Open Data feeds, so the data is reusable and useful to everyone.

To do this, we need your help.

First, create a user account. The administrator of the calendar might have given you user permissions to edit the calendar or on the front page of the calendar there may be a way to request user permissions. Or just contact them and ask.

Simply browse the site - all editing is done in your browser using a simple process.

All edits are saved, so don't worry that you might break something.





### Watching

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Any logged in user can choose to watch a group or a whole calendar.

They will receive emails when a change is made and when there are no events left. Events will appear on [their personal calendar](#).

The first time a user makes a change to a group, they are automatically set to watch it. However if they stop watching then make another change, they will not be set to watch it again.

Every email sent has a handy link to stop watching included.



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## Personal Calendar

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Any logged-in user can have their own personal and private calendar.

You can add to your personal calendar by:

- saying you will or may attend an event.
- [watching a group or site](#).

You can browse your calendar on site or export it into your personal calendar software.

When a user specifies their plans for an event they can also choose to make them public. In this case, this will be visible to other people on:

- their user profile, to share with others.
- on the event itself.



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### Recur

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Events that recur monthly or weekly can be easily set up. Such events have to be created in a group so it is easy for users to deal with all the events in one place.

The dates for the new events (if monthly) are based on the day of the week and the week in the month. For example if you start with an event on the 14 September 2012 - the 2nd friday of the month - then future events will be on Fri 12th Oct and Fri 9th Nov - both also the the 2nd friday of the month. You can also choose to recur events based on the last day in the month. For example, the last Thursday of the month.

Firstly, create a single event on the next date it happens and double check all the details are correct.

(The event has to be in a group but the Calendar will prompt you if it is not.)

Then look at the event. On this page, there should be a “Recur” button.

On clicking “Recur” then “Monthly” or “Weekly” you are presented with a list of times and dates that the event will recur on.

Double check the dates and submit the form to create the events.

Note that events will not be on this list if they already exist, to prevent you creating 2 events at the same time.

Note events are only created several months into the future. This is deliberate:

- by making a contributor come back regularly we have confirmation that the event is still going. Warnings are sent to people who watch the group when events are about to run out.
- by making a contributor check dates as they create them we can catch special cases. If the last tuesday of the month happens to be Dec 31st then the regular event probably isn't on that evening and a contributor can spot that.

You can come back and create more events regularly. Simply find the latest event in the group, check it's details are still correct and press the “Recur” button.



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## Importing

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We can import content from other sites.

- Eventbrite
- Meetup
- Lanyrd
- Any iCal feed, such as Google Calendar

Feeds must be added in a group. To add a feed, simply go to the group you want and click new event.

Copy in the URL of the content:

- For EventBrite, copy in the page. eg. <http://startupschristmas.eventbrite.co.uk/>
- For Meetup, copy in the page. eg. <http://www.meetup.com/ORG-Edinburgh/>
- For Lanyrd, copy in the page. eg. <http://lanyrd.com/2012/mozilla-festival/>
- For a iCal feed, copy in the feed address. eg. [http://www.wpscotland.org/?eme\\_ical=public](http://www.wpscotland.org/?eme_ical=public)

Note data from feeds will only be imported several months in advance, and only a maximum number of events will be imported at once.

Feeds can be disabled or enabled by editing them.

After a number of months, feeds will expire. This is to prevent old data continuing to be importing if the feed is no longer valid. When we expire a feed, we email everyone watching that group. If you know that the feed is still valid, you can simply press “enable” to re-enable it.